

City of Torrance

Workers Compensation Intern



Looking to earn some cash \$\$ and gain valuable work experience? ***Then look no further!***

The City of Torrance has a part-time internship in
the Finance Department's
Workers Compensation Division

Job duties include:

- ★ Scanning and indexing documents
- ★ Properly identifying and naming documents
- ★ Archiving documents
- ★ Opening and sorting mail
- ★ Data input
- ★ Maintaining confidential information
- ★ Other clerical duties as needed

Pay / Schedule

\$10.36 per hour

(Will increase to \$10.78 on 01/01/16)

Minimum Requirements

- ★ Confidentiality and dependability
- ★ Computer literate and able to learn software programs

I interested?

Standard City Application is required.

Apply online at www.TorranceCA.Gov/Jobs/.

Position is open until filled.

First review of applications received by
September 28, 5:30 p.m.

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